

**VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM**  
**COURSE CHANGE FORM**

By the last day to add/drop\* a course without financial penalty, students must inform VCCPSP in writing if: 1) the awarded course is no longer available and request to substitute another approved course, or 2) they will not be using the awarded scholarship.

Failure to notify VCCPSP will result in a demerit, which may make the applicant ineligible for any future scholarships from this program.

Last Name:	First Name:
Empl ID:	College
In the spaces below request course changes if the courses are no longer available (filled, cancelled or not offered). Provide a valid excuse for courses you need to change or plan not to attend.	
<b>Course # 1</b>	<b>Course # 2</b>
List the course number and title from the award letter.	List the course number and title from the award letter.
List the course number and title of new course. If you do not plan to take a new course, write "NONE".	List the course number and title of new course. If you do not plan to take a new course, write "NONE".
Indicate why you must change this course or is not able to use the scholarship at this time. <b>This section must be completed.</b>	Indicate why you must change this course or is not able to use the scholarship at this time. <b>This section must be completed.</b>

\* See your college office for the add/drop dates.

Fax, e-mail or mail completed form to: **804-726-7655**

[childcare.scholarship@dss.virginia.gov](mailto:childcare.scholarship@dss.virginia.gov)

**Attn: VCCPSP (Change Form)**  
Division of Child Care and Development  
Virginia Department of Social Services  
7 North Eighth Street  
Richmond, Virginia 23219

I understand that failure provide a true and valid excuse for any course changes will result in the forfeiture of future scholarship awards.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Office Use Only:

Approved ☐ Rejected ☐ System updated ☐ Letter ☐ Date \_\_\_\_\_ Entered by \_\_\_\_\_